

OGC Has Reviewed

25 May 1950

MEMORANDUM FOR: DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Delegation of Authority to sign personnel actions

25X1 1. To facilitate processing the large number of personnel actions affecting senior employees with OPC, it is requested that paragraph 8b of Administrative Instruction ☐ be amended authorizing the Assistant Director for Policy Coordination to delegate to his Deputy and his Executive Assistant authority to sign personnel actions requiring action by the Executive.

2. If the above request is approved, appropriate control measures will be adopted to insure that the Assistant Director is informed of all matters affecting the employment status of senior members of OPC.

/s/

FRANK G. WISNER
Assistant Director for
Policy Coordination

APPROVED 1 JUN 1950

/s/

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

Copies to: Budget Officer
General Counsel
Chief, SSS
Management Officer ✓
Personnel Director
Central Records
Signer
Executive

RESTRICTED

JUN 1 1950

~~CONFIDENTIAL~~

*Misc.
Reg.*

Chief, Personnel Division

MAR 30 1950

Deputy Management Officer

25X1A

Administrative Instruction

25X1A
25X1A

1. There is quoted below a notation received from GSO concerning a recommended change to Administrative Instruction No. This quotation is forwarded for your consideration in re-drafting the existing of regulations.

25X1A

"2. This covers employment of consultants. Suggestion is made that paragraph h. contain a reference to expense accounts, since most consultants, especially those on WOC basis, are accustomed to submit expense accounts, using the Travel Order (33-12) and the Travel Voucher (33-28), which serve in lieu of Time and Attendance cards."

25X1A

~~CONFIDENTIAL~~

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

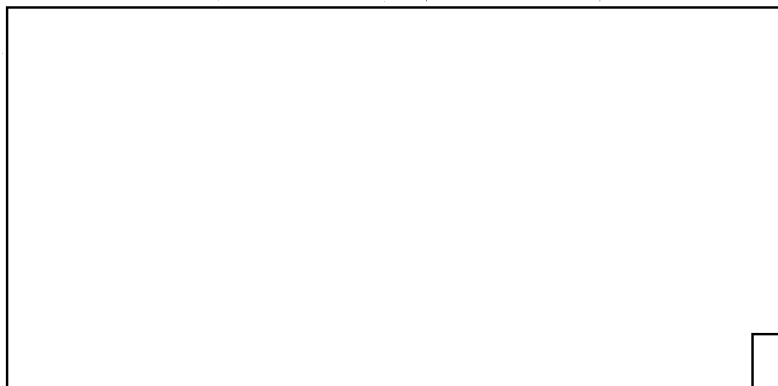
DATE: 21 February 1950

FROM : Assistant Director for Operations

SUBJECT: Administrative Instruction [REDACTED], dated 9 December 1949,
Recommended Changes.

25X1A

Contact Division recommends that the following sections
be added to paragraph 1.b, and the sub-paragraph renumbered
accordingly:



25X1A

GEORGE G. CAREY

*This will have to be referred to
Adm. H. personally.*

ILLEGIB

SECRET

FEB 20 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director, OO

DATE: 23 September 1948

FROM : Assistant Director, OCD

SUBJECT: CIA Administrative Instruction

25X1A

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of the Office of Operations has requested that OCD clarify or interpret Paragraph 3 of CONFIDENTIAL CIA Administrative Instruction dated July 13, 1948, subject: Records Administration.

Paragraph 3 reads as follows:

"The FDB, OO, has primary responsibility for internal storage and recommendations for the disposition of foreign language documents".

The primary objective of the Administrative Instruction was to announce the activation in OCD of a program for the recording, preservation and disposition of official records of CIA.

25X1A

published by OCD for the information of all concerned and the CIA Library maintains title, author and subject catalogs for CIA reference and ordering purposes.



25X1A

JAMES M. ANDREWS

CONFIDENTIAL

Next 2 Page(s) In Document Exempt

SECRET

ER-1-1100

3 July 1950

MEMORANDUM FOR: Management

SUBJECT: Distribution [] 25X1C

25X1A

1. We have no objections to your draft of Administrative Instruction [] enclosed with your memo of 28 June, giving OCD the distribution responsibility, but we think that there should be added a "d. The interests and needs of other intelligence agencies."

25X1C

2. We understood that we were to delineate for all concerned the various methods of distribution to the [] We are perfectly willing to let our draft of 20 June die a natural death, but do think that someone should notify all CIA offices of the approved channels for distributing materials [] should be cut down rather than increased, as has been the tendency to date, so that there should be only a very few regular channels.

25X1C

*5 July -
discussed w/ Dr. Andrew
who is in contact as to
meaning of COAPS proposal
addition. B.C. is particularly
careful of discussion to foreign
agencies and in the opinion
the COAPS addition is unnecessary*

cc: AD/OCD
AD/CO
Acting Executive

[]
PRESCOTT CHILDS, Chief
Coordination, Operations
and Policy Staff

25X1A

25X1

SECRET

JUL 3 1950

SECRET

Wend

CHIEF, COARS

28 June 1950

Management Officer

Comments on Proposed AI Concerning Distribution of
CIA Produced Material [redacted]

25X1C

1. It was our understanding during conferences held to discuss the draft of Administrative Instruction [redacted] and particularly paragraph 7 thereof, that it was your intention to prepare a revised draft of Administrative Instruction [redacted] covering dissemination to agencies of all foreign governments.

25X1A

25X1A

2. Your proposed draft dated 20 June 1950 covers only dissemination [redacted] and contains operational procedures not usually associated with policy determination normally contained within Administrative Instructions.

25X1C

3. The policy proposed by your office for the dissemination of FDD/CO materials has been superseded by the Director's memorandum dated 22 June 1950. The policy determinations of the Director have been incorporated in the proposed draft of this Staff which is attached.

[redacted]

25X1A

1 Attachment
Proposed Draft

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25X1A

22 May 1950

MEMORANDUM TO: MANAGEMENT OFFICER

FROM: Executive Assistant Director, OCD

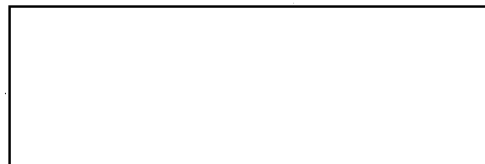
SUBJECT: Elimination of Proposed Administrative Instruction
from the Handbook

1. Although this Office has on three occasions attempted to revise the proposed Administrative Instruction, subject: "Procedure for Processing Incoming Cables and Telegrams," it is felt that this particular document would have little value and would afford little if any assistance to the other offices of the Agency. Within OCD this matter directly concerns Liaison Division and Top Secret Control in the CIA Library.

2. This Office recommends withdrawing the Instruction under discussion from the Handbook which is soon to be released. In its stead the appropriate element will be redrafted as Operating Procedures for the Liaison Division and Top Secret Control.

3. The few remaining elements of the proposal which reflect upon ORE and Communications Division, SO, are procedures which have been in effect for some time and which have already had the kinks worked out of them.

4. This Office will be glad to discuss the matter further if Management so desires.



25X1A

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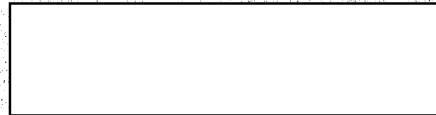
MAY 22 1950

CONFIDENTIAL

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130003-7

Office Memorandum • UNITED STATES GOVERNMENT**TO : Management Officer****DATE: 28 April 1950****FROM : Executive Assistant Director, OCD****SUBJECT: Procedure for Processing Incoming Cables and Telegrams**

Attached hereto is a draft for an Administrative Instruction regarding the above subject. It is recommended that this instruction be listed as an Operating Procedure.



25X1A

Attachment

CONFIDENTIAL

APR 28 1950

Next 3 Page(s) In Document Exempt

CONFIDENTIAL

COPY

COPY

Assistant Director for Collection and
Dissemination
Management Officer

7 December 1949

25X1A

Draft of Administrative Instruction re Procedure for Processing
Incoming Cables

1. Attached is a draft of the proposed Administrative Instruction concerning the procedure for processing incoming cables.

2. It is requested that your concurrence or comments be noted below and returned to this office by 21 December 1949.

25X1A

ATT: Draft

cc: AD/OCD ✓
AD/OSI
AD/OO
AD/OPC
AD/OSO
Chief, I&S Staff

25X1A

CONCURRENCE:

DATE

4 Jan 1950

I do ~~(not)~~ concur, provided paragraph 3 is eliminated and paragraph 2 is amended as suggested in attached memorandum.

CONFIDENTIAL

Next 1 Page(s) In Document Exempt

~~CONFIDENTIAL~~

AD/ore
 Assistant Director for Scientific Intelligence

7 December 1949

Management Officer

Draft of Administrative Instruction re Procedure for Processing
 Incoming Cables

1. Attached is a draft of the proposed Administrative Instruction concerning the procedure for processing incoming cables.
2. It is requested that your concurrence or comments be noted below and returned to this office by 21 December 1949.

25X1

ATT: Draft

cc: AD/OGD 1-6 + (about 2-13-50?)
 AD/OSI 12-19
 AD/CO 12-19
 AD/OPC 12-20
 AD/OSO 1-9
 Chief, I&S Staff 12-20
 AD/ORE 12-21
 Subject File ✓
 Chrono/ RLR/rc

CONCURRENCE: _____ DATE _____
 I do (not) concur

COMMENTS:

OSO () 13

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130003-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer


DATE: DEC 20 1949

FROM : Chief, Inspection and Security Staff

SUBJECT: Draft of Administrative Instruction Regarding Procedure for Processing Incoming Cables.

REFERENCE: Memorandum from Management Officer to Chief, I & SS dated 7 December 1949, Subject as Above.

1. The draft of the proposed Administrative Instruction concerning the procedures for processing incoming cables has been reviewed and is concurred in.


SHEPHERD EDWARDS
Colonel, GSC

25X1A

CONFIDENTIAL

12/21/49

CONFIDENTIAL

Assistant Director for Scientific Intelligence

7 December 1949

Management Officer

Draft of Administrative Instruction re Procedure for Processing Incoming Cables

1. Attached is a draft of the proposed Administrative Instruction concerning the procedure for processing incoming cables.
2. It is requested that your concurrence or comments be noted below and returned to this office by 21 December 1949.

[Redacted]

25X1A

25X1

for

ATT: Draft

cc: AD/OCD
AD/OSI ✓
AD/OO
AD/OPC
AD/OSO
Chief, I&S Staff

CONCURRENCE:

[Redacted]

DATE 12/19

25X1A

I do ~~(not)~~ concur *subject to note below*

COMMENTS:

If paragraph 3a and 3b are revised as follows:

- a. One copy to the ORE Publication Division and subsequent multiple routing to ORE Divisions of interest. (This copy will be forwarded to the OCD Library after Publications is finished with it.)
- b. One copy to OSI when of interest to that office.

DEC

OSI

DEC 19 1949

CONFIDENTIAL

12/29/49

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ATTACHMENT A

Responsibilities and Procedures for
Inter-Departmental Committee Participation

I. Official Inter-departmental Committees

A. It is the responsibility of:

1. Assistant Directors and Agency Staff Chiefs to notify the Inspection and Security Staff in advance of as much of the following information as is available:

- a. Approval of Assistant Directors and/or Staff Chiefs and the DCI.
- b. The degree of CIA participation required.
- c. Matters to be considered by the committee.
- d. Estimate of duration of committee, frequency of meetings.
- e. Other agencies participating, and names of personnel from other agencies.
- f. Names of CIA personnel to participate
- g. Whether dissemination of intelligence or information will be required, an estimate of the classification of such material, and a proposed dissemination control point.
- h. Estimate of the classification of subjects to be discussed.
- i. Security measures to be established by the Committee.
- j. Notify I&SS of termination of Committee and disposition of CIA material in possession of the committee.

2. The Chief, Inspection and Security Staff to review the facts presented and make recommendations to the interested office or staff regarding the security considerations, policies, and procedures, and to arrange ~~necessary~~ security clearances as required.

3. Assistant Directors and Agency Staff Chiefs to coordinate within CIA to ensure that all interested components are appropriately represented.

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Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130003-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer, CIA

FROM : Assistant Director for Reports and Estimates

SUBJECT: Proposed Revisions of CIA Regulations

DATE: 6 APR 1950

1. Pursuant to the verbal understanding reached between members of our offices, I am transmitting herewith a draft of a proposed revision of CIA Administrative Instruction Number [] subject: CIA Duty Officers. 25X1A

2. Since this revision is submitted on the occasion of the preparation of the new CIA Regulations Manual, it has been drafted in the new format, as a section in the [] category. 25X1A

3. Two other proposed revisions of CIA regulations are being prepared by ORE and are awaiting final coordination. They are both in the [] series and cover the following subjects: 25X1A

a. Briefing of Service Attaches (superseding CIA Administrative Instruction [] 25X1A

b. Conferences with US Government Officials Returning from Abroad (superseding CIA Administrative Instruction [] 25X1A

4. However, drafts of these revised regulations cannot be submitted until IAC coordination has been completed on two proposed Interagency Operating Procedures on these two subjects, since the regulations will merely delineate CIA responsibilities in implementation of the IAC agreements. COAPS has recently informed ORE that IAC coordination of the two basic IAC papers is well under way. Hence, we have every hope that the two drafts can be submitted before the CIA Regulations Manual goes to press.

[] 25X1A

THEODORE BABBITT

Enclosure:

Draft of Proposed Revision of CIA Administrative Instruction [] 25X1A
(Section of [] category in new format) 25X1A

RESTRICTED

APR 7 1950

Management Officer, CIA

Assistant Director, ORE

Proposed Revisions of CIA Regulations

Reference: AD/ORE Letter of 6 April 1950 to Management Officer, CIA, Subject as Above.

Enclosure: (A)

(B)

25X1A

1. Reference stated that ORE would submit two proposed revisions of CIA regulations upon completion of IAC coordination on two Interagency Operating Procedures which were to determine the substance of the proposed regulations revisions.

2. As these Interagency Operating Procedures are now effective, (Interagency Operating Procedures Nos. 1 and 2), enclosures (A) and (B) are submitted herewith for incorporation in the new CIA Regulations Manual.

/s/
THEODORE RABBITT

CONFIDENTIAL

Next 7 Page(s) In Document Exempt

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MAR 29 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Executive Assistant Director, OCD

SUBJECT: Redrafting of Administrative Instructions

25X1A

1. All Administrative Instructions have been carefully read and analyzed with the exception of the number ☐ series which was not available at the time.

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2. Please advise this Office when the Administrative Instructions listed below are redrafted so that they can be reviewed before submission for publication.

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3. OCD's comments on these present Administrative Instructions are attached.

25X1A

Attachment

SECRET

MAR 29 1950

Next 4 Page(s) In Document Exempt

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Management Officer

21 February 1950

Assistant Director for Operations

Administrative Instruction No. dated 9 December 1949, 25X1A
Recommended Changes.

Contact Division recommends that the following sections
be added to paragraph 1.b, and the sub-paragraph renumbered
accordingly:

25X1A

(4) (present paragraph 3)

25X1A

GEORGE G. CAREY

~~SECRET~~

Next 3 Page(s) In Document Exempt

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE:

25X1

FROM : Executive Assistant Director, OOD

25X1A

SUBJECT: Revision of Administrative Instruction [redacted]

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25X1A

1. At the request of Mr. [redacted] of your staff, the attached draft is submitted as a proposed revision of Administrative Instruction No. [redacted] dated 23 June 1947, Subject: Use of CIA Inter-Office Chain Envelope.

25X1A

2. Information identical to the contents of Administrative Instruction [redacted] also appears in Appendix "A" of Security Regulations. The revision of Security Regulations which is now being prepared will not include these detailed instructions, according to [redacted] of the Inspection and Security Staff, but it will continue to direct the use of the chain envelope for transmission of documents within CIA. Since the directive for using the envelope will be contained in that publication, it is suggested that the detailed instructions outlined in the attached draft be included in the CIA "Procedures Manual" rather than in the form of a new Administrative Instruction.

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[redacted] would be held for inclusion
in procedures of new manual. 1-16-50

RESTRICTED

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Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130003-7

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : Management Officer

DATE: 1 May 1950

FROM : Chief, Fiscal Division

THRU : Chief, Administrative Staff

SUBJECT: Proposed Amendments to Administrative Instruction ☐EXAM
NEW

25X1A

1. In accordance with your verbal request, a review has been made of certain categories of Agency directives for the purpose of ascertaining whether any changes are desired to satisfy the requirements of fiscal operations. In this connection, the following suggestions are offered concerning Administrative Instruction ☐ "Personnel Policies and Procedures":

to exam
these
concepts

25X1A

a. Pg. 9 Para. 11g - This paragraph concerns promotion policies and procedures. A change is recommended in order to limit the within grade promotions to persons who have actually served in pay status and to exclude those who may be occupying classified positions but are actually on LWOP for extended periods of time. (Revised material is underscored)

"Employees in classified positions will receive periodic step increases in accordance with the provisions of Federal Personnel Manual, Section 21, Part 25. These regulations state in general that an employee rendering service for which payment is effected will be advanced to the next step within his grade provided that he has 52 weeks of service without an equivalent increase in pay for grades GS-10 and below or 78 weeks service for grades GS-11 and above. In addition, the employee must have a current efficiency rating of Good or better and a satisfactory conduct report."

b. Pg. 10, Para 14a(1) - This concerns entrance on duty salary. The re-wording of sub-paragraphs (a), (b) and (c) is being recommended in order to (1) replace where applicable the term "Base Salary" with the expression minimum salary and (2) to eliminate the specific references within the directive to the respective types of personnel actions because, frequently, personnel actions processed within this Agency are not always identified in accordance with the exact definitions of these terms as officially set forth in the Federal Personnel Manual. Paragraphs (a), (b) and (c) as set forth below are entirely new.

"(a). Employees without prior Government service will be appointed at the minimum salary of the grade.

(b). An employee appointed to a position in the same or lower grade than previously held will receive salary fixed to allow credit toward within grade promotions for all prior service in appointment grade and higher grades.

CONFIDENTIAL

MAY 4 1950

~~CONFIDENTIAL~~

Management Officer

- 2 -

1 May 1950

(c). An employee with prior Government service, appointed without a break in service to a position of the same grade, will retain periodic pay increases previously received. If appointed to a higher grade without a break in service, he will receive salary at that rate of the higher grade which exceeds the basic rate of compensation in his immediately preceding position by not less than one step increase of the former grade."

c. Pg. 11, Para 14b(2) - "This paragraph concerns within-grade promotions for ungraded employees. The change as recommended provides for basing the initial and subsequent waiting periods upon the more accurate concept of "week" rather than "six months" and "annual" bases. The recommendation also includes an explanation for assigning the effective date of the within grade salary increases. (Revised material is underscored)

"An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase at the beginning of the pay period following the completion of the first 26 weeks of ungraded service in a pay status and each 52 weeks thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an increase is involved."

d. Pg. 9, Para 12 - This concerns intra-agency transfer policy. It is recommended that this paragraph be expanded to include and clarify coordination of Forms 37-3 between all offices concerned in any intra-agency personnel transfer. The purpose for this recommendation is to provide for appropriate clearance with the current employing office on any actions whereby an employee transfers from one CIA organizational unit to another.

2. The above suggestions are all concerned with Administrative Instruction ☐ "Personnel Policies and Procedures". It is also appropriate at this time to suggest that active portions of present Administrative Instruction ☐ "Classification Act of 1949" may be incorporated within the revised Administrative Instruction ☐ and that the present instruction ☐ be rescinded.

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~~CONFIDENTIAL~~

0-9258

27 February 1950

Pore

MEMORANDUM FOR: THE EXECUTIVE

SUBJECT: Recodification of Issuances

REFERENCE: Administrative Instruction

25X1A

(F.1. in recent Budget)

1. Paragraph 6 a. of the above reference provides that no outside agency shall be approached where there is a possible transfer of funds from CIA involved without prior approval by the Director. of OCD inquired whether this meant they had been in error in discussing the recently rejected project and one or two other matters, prior to PRC meetings. I said I did not think they were subject to criticism, but would raise the point to see if paragraph 6 a, required revision in light of experience.

25X1A

25X1A

2. It is my recollection that 6 a. arose out of some cases in which commitments had been made prior to PRC action. I did not think it was meant necessarily to rule out discussions on possible courses of action, particularly with offices with whom we had a normal established liaison.

3. Question is submitted to you as it appears to be Agency-wide and may need study by the Management Staff in their consideration of re-issuing all orders and instructions.

25X1A

LAWRENCE R. HOUSTON
General Counsel
Legal Staff

25X1

*Included in
change to
submitted by Budget O.
Rn
7 Mar 50.*

1500

MAR 1 1950

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer
FROM : Assistant Director for Operations
SUBJECT: Revision of Administrative Instructions

DATE: FEB 16 1950

It is requested that the following Administrative Instructions be cleared with OO in draft form if rewritten or revised:

25X1A

Automatic Review Required

Top Secret Control Procedure
Security Violation Penalty System
Personnel Policies and Procedures
Special Employment Agreements
Efficiency Rating Program
Employment Review Board and Procedures
Accountability, Procurement and Library Service
for Foreign and Domestic Bound Books and Periodical
Subscriptions
Interim Policy and Procedure for Dissemination of
Intelligence produced by CIG
Dissemination of CIA Publications outside the US
Government (OO's suggestions forwarded to Manage-
ment by memorandum on 6 January 1950)
CIA Intelligence Information Reports
Operational Liaison
Interviews of Returning Government Officials (will be
redrafted by OO with ORE and COAPS)
Relationship between CIA Collection and Dissemination
Activities and Foreign Agencies
Translation Service (will be redrafted by OO)

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FEB 16 1950

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CENTRAL INTELLIGENCE AGENCY REGULATION

16 January 1951

BUDGET

I. BUDGET PREPARATION

A. At the beginning of each fiscal year estimates of funds requirements must be prepared for the succeeding fiscal year and submitted to the Bureau of the Budget on or before 15 September or such other date as the President shall determine.

B. Preparation of budget estimates requires consideration of three consecutive fiscal years:

1. Budget Year - the fiscal year for which estimates are submitted.
2. Current Year - the fiscal year immediately preceding the budget year.
3. Past Year - the fiscal year immediately preceding the current year.

C. Essential steps in preparation of the annual budget are as follows:

1. Bureau of the Budget issues call for budget estimates.
2. CIA Comptroller prepares intra-agency call for estimates and makes appropriate distribution.
3. Organizational units prepare estimates and submit to the Budget Branch on or before a designated deadline date.
4. Budget Branch compiles and analyzes submitted estimates.
5. Comptroller reviews estimates and makes preliminary recommendations on general budget policy to the Deputy Director for Administration.
6. Director makes preliminary decision on general budget policy.

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CONFIDENTIAL

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1961

7. Comptroller holds hearings with organizational units, as applicable, revises estimates to conform with approved budget policy, and, where appropriate, obtains advice and approval of Projects Review Committee.
 8. Director makes decision on content and amount of estimates.
 9. Budget Branch prepares final budget document.
 10. Director submits Agency budget estimates to NSC.
 11. NSC reviews and approves as to amount.
 12. Director submits estimates to the Bureau of the Budget.
 13. Bureau of the Budget conducts hearings.
 14. The Director of the Bureau of the Budget confers with the President who makes final decision as to the amount that will be recommended to Congress.
 15. The Bureau of the Budget notifies Agency of President's action.
 16. Budget Branch revises estimates to conform with President's approval.
 17. Congress conducts hearings and appropriates funds.
- D. The intra-agency Call for Estimates will be released on or about 15 April and will normally require the return of completed estimates by 1 June.
1. Estimates shall include a description and justification for whatever program improvements and changes will be recommended for the budget year in addition to provision for normal requirements for approved existing activities.

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CONFIDENTIAL

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CENTRAL INTELLIGENCE AGENCY REGULATION

16 January 1951

2. Since changes in estimates may not be considered after submission to the Budget Branch on 1 June, it is recommended that organizational units complete their program plans well in advance of intra-agency request for preparation of estimates.

E. Budget Branch analysts are assigned to the various organizational units of the Agency for the purpose of rendering assistance and guidance to Assistant Directors and Staff Chiefs or their representatives in connection with all budget matters. They are available for assisting in the preparation of estimates, upon request.

F. The Comptroller will schedule intra-agency budget hearings to begin on or about 1 July.

1. The purpose of the hearings is to give the Assistant Directors and Staff Chiefs and/or their representatives a further opportunity to justify their estimates and to arrive at the final amount to be included in the Agency estimates which shall be recommended to the Director.

2. Management officials will participate in the hearings.

3. Other officials will be requested to attend as needed.

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CENTRAL INTELLIGENCE AGENCY REGULATION

18 January 1951

II. TERMINOLOGY

A. The concepts utilized in connection with this regulation follow:

1. Fiscal Year - the period beginning July 1 and ending June 30 of the following calendar year. The fiscal year is designated by the calendar year in which it ends, e.g., the fiscal year 1951 is the year beginning July 1, 1950 and ending June 30, 1951.
2. Appropriation - An authorization by an Act of Congress to make payments out of the Treasury for specified purposes.
3. Apportionment - A determination by the Director of the Bureau of the Budget as to the amount of obligations which may be incurred during a specified period under an appropriation. An apportionment may relate either to all obligations to be incurred during the specified period within an appropriation account or to obligations to be incurred for an activity, function, project, object or combination thereof. (Budget-Treasury Regulation No. 1 Sept. 1950).
4. Allocation - An authorization of funds by the CIA Comptroller to cover the needs of an approved operating program for a segment of the Agency for a fiscal year.
5. Allotment - An allotment is an authorization by the head or other authorized employee of an Agency to incur obligations in the interest of an approved activity within a specified amount during a prescribed period of time.
6. Obligations incurred - Amounts of orders placed, contracts awarded, services received, and similar transactions during a given period requiring future payment of money.
7. Unobligated balance - The balance remaining after deducting the cumulative obligations from the amount allotted for obligation.

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CENTRAL INTELLIGENCE AGENCY REGULATION

16 January 1961

8. Unpaid obligations - Obligations incurred for which payments have not been made. This consists of liabilities and undelivered orders.
9. Expenditure - Charges incurred and/or commitments to pay made for goods and services received and other assets acquired whether or not an advance obligation for the charge had been established or a payment made.
10. Payment - The amount of expenditure checks issued or of approved vouchers scheduled for payment, not of refunds received, according to the Agency's records. Payments shall include all advances, except for travel. Travel advances shall be considered payments at the time they are applied to liquidate an obligation. Payments shall exclude amounts of non-expenditure checks or vouchers which are issued for the purpose of accomplishing transfers between appropriation accounts.
11. Object classification - Analysis according to the types of services, articles, or other items involved.

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CONFIDENTIAL

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

16 January 1951

III. ALLOTMENT AND CONTROL OF FUNDS

A. The regulations which follow set forth the system of administrative control over Agency funds and have been prescribed as required by Sec. 1211 of the General Appropriation Act, 1951, Public Law 759, 81st Congress, (Sec. 3679 Revised Statutes as amended).

B. Funds appropriated to the Central Intelligence Agency are the result of action of the Bureau of the Budget and the Congress on the estimated cost of Agency programs submitted by the Director. Amounts finally appropriated usually differ from estimates presented. At the time of passage of the appropriation act the requirements of individual organizational entities of the Agency often differ from those on which the original estimate is based.

C. A primary mission of budget execution is the development and maintenance of a sound financial program which is in continual close relationship to developments and adjustments in activities carrying out approved functions and objectives.

D. The following procedures are established to provide for the scheduling and rescheduling of appropriated funds:

1. A complete study of the financial program for the ensuing year shall be accomplished for each of the organizational units of the Agency by the Budget Branch prior to the beginning of the fiscal year.

2. Development of the financial program will be accomplished by the Budget Branch in consultation with Assistant Directors and Staff Chiefs or their designated representatives, including a determination of:

- a. Amount required for the operation of each current activity for the ensuing fiscal year;

- b. The quarterly distribution to be made of total requirements;

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1961

c. The number and character of allotment accounts which will be required.

3. When substantial differences appear between proposed financial programs and the original budget presentation, a determination will be made in consultation with the Comptroller as to whether PRC action, in accordance with Agency Regulations, will be required.

4. Upon final determination of amounts the Comptroller will release confirming allocations of funds.

✓ E. 1. Budget analysts in coordination with Assistant Directors and Staff officials will make a quarterly distribution of allocated funds, based upon program requirements.

2. The Budget ^{Division} Branch will issue an "Advice of Allotment Authorization", Form 32-5, setting forth the quarterly distribution agreed upon, within the total amount allocated. No deviations from approved allotments shall be permitted without request submitted in advance and approved by the Budget Branch. Allotments and reallocations shall be binding in each case in controlling the execution of budgetary plans.

3. If the amount approved for use through the current period from any appropriation or fund includes unrealized reimbursements or other items of anticipated receipts, the same shall not be allotted for obligation or expenditure unless there is reasonable assurance that the amounts of such items will actually be realized. Responsibility for making this determination shall rest with the Comptroller who must, through use of prudent criteria, evaluate the worth of such unrealized amounts before permitting them to be used as a basis for incurring obligations.

F. 1. Advices of Allotment Authorization will, if necessary, contain additional information that may be needed for establishing special limitations or instructions. The Accounting Section will establish allotment accounts, by object, to the extent necessary, in order to safeguard funds needed for the fixed and recurring charges.

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1951

2. No obligations may be incurred or expenditures made in behalf of any project or activity until an approved allotment has been issued by the Budget Branch, and an adequate balance is available for such obligation or expenditure. The Accounting Section will return, without action, all obligation documents to the originating office with appropriate notice in all cases where no allotments have been established or where allotment account balances are not adequate to establish an obligation.
3. Expenditure documents received for processing by the Accounting Section for which no advance obligations were created and which exceed the available allotment account balances will be forwarded to the Comptroller for disposition as possible violations of the Agency funds control regulations. Whenever such action is necessary to be taken, appropriate notice will also be forwarded to the official to whom the allotment advice was issued.
- G. 1. The Advice of Allotment Authorization issued to an official will constitute his authority for incurring obligations for projects or activities under his operating and administrative jurisdiction.
2. The responsibility for controlling obligations against an allotment rests with the allottee who will be held responsible for any obligation or expenditure made or authorized. It is incumbent upon all Agency officials to make no commitments involving the payment of appropriated funds until appropriate reservations of funds have been established in advance by the Comptroller. Overdrafts in the allotment accounts resulting from failure to obligate funds in advance may indicate violations of Agency funds control regulations and, if sustained, are subject to penalties of law. (Section 3679 Revised Statutes).
3. In order to comply with Agency regulations and to avoid overdrafts, it will be the responsibility of each allottee to establish such internal procedures, administrative instructions and limitations of authority within his office as may be necessary to assure that obligations incurred are kept within funds available therefor.

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1951

4. To assist officials in maintaining effective controls over their obligations, the Accounting Section will furnish monthly financial reports that will reflect allotment account balances. Form No. 32-19, "Memorandum Record of Obligation" may be used to maintain a current control of obligations. Agency officials are urged to consult freely with the Accounting Section regarding allotment account available balances and with budget analysts concerning adjustments in total allotments or quarterly allocation thereof.

H. Allotments for unvouchered activities will be accomplished in accordance with special procedures applicable to the operations requiring the use of unvouchered funds.

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1951

IV. VIOLATIONS AND PENALTIES

A. Reporting Violations - Section 3679 of the Revised Statutes as amended (Sec. 1211 (1) (2), P.L. 759, 81st Congress) provides for the immediate reporting, to the President through the Director of the Bureau of the Budget and to the Congress, of violations concerning the following:

1. incurring of obligations or expenditures in excess of appropriations;
2. prohibition on acceptance of voluntary services or employment of excess personal services except in emergencies;
3. exceeding approved apportionments;
4. incurring obligations or making expenditures in excess of amounts permitted by prescribed and approved regulations.

B. Report Contents - The report shall include:

1. name and position of the officer or employee responsible for the violation;
2. all pertinent facts including any statement of the responsible person with respect to any circumstances which he believes to be extenuating;
3. a statement of administrative discipline imposed;
4. a statement of any new safeguards provided to prevent recurrence of that type of violation.

C. Action on Violations

1. The Comptroller will provide for the assembly of the pertinent information concerning alleged violations of these regulations. He may perform an administrative review and

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1951

dismiss the matter or, if warranted by the facts in the case, he will conduct hearings with the responsible official and recommend to the Director the nature of administrative discipline or other action to be taken. If the findings show that a violation has been incurred, the Comptroller will also prepare an appropriate report thereof for the Director for transmittal to the President and to the Congress.

D. Penalties

1. Section 1211 (h) of P.L. 759 provides that "No officer or employee of the United States shall authorize or create any obligation or make any expenditure (A) in excess of an apportionment or reappropriation, or (B) in excess of the amount permitted by regulations prescribed pursuant to subsection (g) of this section."

2. Section 1211 (i) (1) states that "In addition to penalty or liability under other law, any officer or employee of the United States who shall violate subsection (a), (b) or (h) of this section shall be subjected to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay or removal from office; and any officer or employee of the United States who shall knowingly and willfully violate subsection (a), (b), or (h) of this section shall, upon conviction, be fined not more than \$5,000 or imprisoned for not more than two years, or both."

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1961

V. CHART OF ALLOTMENT ACCOUNTS

A. Accurate financial records, basic to sound budgeting, require that appropriate allotment account symbols be established and applied to all obligation transactions.

1. A complete listing of the Agency allotment account symbols appears upon the "Chart of Allotment Accounts" which is prepared by the Budget Branch and distributed to users in complete form or in part, as applicable. Respective offices normally receive portions pertinent to their activities.

2. The Budget Branch ^{Division} will release a new Chart of Allotment Accounts prior to the beginning of each fiscal year. Amendments to the Chart and/or revisions, as may be required, will be processed throughout the fiscal year. Notice of such actions will be disseminated by the Budget Branch to all concerned.

B. The Agency allotment account system is based upon function and activity and is designed to provide the funds controls and to furnish the financial information as required by Sec. 113. (a), P.L. 784, 81st Congress, the "Budget and Accounting Procedures Act of 1950."

1. It is essential that all obligation documents, initiated and issued by Agency officials, clearly indicate for accounting purposes the allotment account symbol to be charged as reflected for that activity upon the "Chart of Allotment Accounts".

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1961

VI. APPROVAL OF OVERTIME (For administrative details see [redacted] Section VII and [redacted] Section VIII)

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A. 1. Overtime shall be kept to a minimum throughout the Agency with emphasis being placed upon full utilization of the normal official working hours of each employee.

2. Overtime will not be authorized except in those cases essential to meet emergency requirements and where it can be demonstrated that normal working hours are insufficient.

3. Assistant Directors and Staff Chiefs are charged with the personal responsibility for control and continued examination of overtime requirements to insure the effective application of this policy.

B. Within the continental United States, approval must be obtained from the Comptroller or his designee for all work ordered in excess of the normal official working hours (and Sunday and holiday staff duty) established for the Agency.

C. Overtime, whether to be liquidated by payment or compensatory time, will be requested by means of Form No. 32-3, "Request for Approval of Overtime", sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.

D. Outside the continental limits of the United States overtime must be approved by Chiefs of Missions or Bureaus, or their deputies.

1. Authorizing officials must have evidence that sufficient funds are available for payment before authorizing overtime.

2. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless required by local custom.

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CENTRAL INTELLIGENCE AGENCY REGULATION

E. Work to be performed on a holiday which is to be compensated at holiday pay rates must be authorized and approved in the same manner as overtime.

1. The following conditions must be met before work on a holiday can be authorized and approved:

a. The work must be of a nature which requires performance on a holiday.

b. The work must be of a nature which requires performance on a holiday.

c. The work must be of a nature which requires performance on a holiday.

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CENTRAL INTELLIGENCE AGENCY REGULATION

16 January 1961

- d. Cards
- e. Tags
- f. Other articles

3. Supply cabinets and desks of employees will be thoroughly checked to determine that the above items are accounted for.

4. Assistant Directors and Staff Chiefs will forward the inventory to reach the Comptroller on or before 5 July.

5. In connection with B 4, above, the Chief, Procurement *Office* Division will be responsible for reporting the status of penalty indicia matter on order and/or stock material undistributed as of report date.

6. The Comptroller will prepare consolidated statement Form B/A 46 (Revised 5-29) and transmit to Comptroller of the Post Office Department.

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1951

VII. REPORTS REQUIRED COVERING PENALTY MAIL

A. 1. In conformance with Section 306, Title III, of the Act of 25 June 1948 (Public Law 785, 80th Congress) all departments and agencies of the Federal Government must certify quarterly to the Postmaster General that during the period covered no misuse was made of the penalty mail privilege.

2. In order that the Agency may have adequate basis for signing the required certificate, each Assistant Director and Staff Chief will submit to the Comptroller by the fifth day after the end of each quarter the following certification: "I hereby certify that during the quarter ending _____ no book, report, periodical, bulletin, pamphlet, list or other article or document was transmitted through the mail free of postage in violation of Section 306 of the Penalty Mail Act of 1948, approved 25 June 1948 (Public Law 785, 80th Congress) by this department or establishment, including all such mailings by its branches or field offices."

3. After receipt of the above mentioned certifications, the Comptroller will prepare and submit the required report to the Postmaster General.

B. 1. Section 301, Title III, Public Law 785 requires the heads of executive departments and agencies to submit to the Postmaster General after the close of each fiscal year an inventory as of 30 June of articles bearing penalty indicia on hand.

2. Assistant Directors and Staff Chiefs are requested to complete the inventory requested as of 30 June under the following classifications:

- a. Envelopes (All sizes)
- b. Labels
- c. Wrappers

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CENTRAL INTELLIGENCE AGENCY REGULATION

15 January 1961

VIII. EFFECTIVE DATE

A. Sections III and IV of Budget Regulations, [] shall become effective on 1 February 1961. All other sections shall be effective as of date of publication.

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Next 1 Page(s) In Document Exempt

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Comptroller

SUBJECT: Transmittal of Revised Agency Regulations

DATE: 4 January 1951

25X1A

Transmitted herewith for your consideration and review is an original and two copies of the revised draft of the BUDGET regulation, [] which has been prepared by this office for inclusion in the forthcoming Manual of Agency Regulations.

[]

E. R. SAUNDERS

25X1A

Attachment

CONFIDENTIAL

Next 3 Page(s) In Document Exempt

SEP 29 1950

MEMORANDUM FOR: ACTING EXECUTIVE

25X1A

SUBJECT:

Proposed Regulation [redacted] and Standardization".

subject "Forms Control

1. The first sentence of paragraph G in the subject draft regulation provides that: "The printing, reproduction, procurement or use of forms within the Agency without the prior approval of the Management Officer is prohibited".

2. The above prohibition, if fully implemented, would work to the serious disadvantage of all Offices. It would strangle initiative on the part of operating personnel, who should be encouraged to improvise and try out simple forms for ditto or mimeograph reproduction whenever it appears to them that such attempts might result in less typing, speedier production, or more uniform output.

3. The proposal fails to distinguish between (a) formal type-set forms designed for Agency-wide use, and (b) the simple working forms which all Offices occasionally must produce in order to deal with day-to-day problems of non-recurrent or short-term nature. It is a major advantage of ditto, mimeograph, and similar devices that they enable such forms to be produced with negligible cost and effort, and this advantage should not be jettisoned.

4. It is requested that the sentence referred to be qualified with the wording shown below before final publication as an Agency Regulation:

"The printing, reproduction, procurement or use of forms within the Agency without prior approval of the Management Officer is prohibited, except that this prohibition shall not apply to forms produced within individual Offices and Staffs to meet experimental or emergency needs."

29 SEP 1950

Approved:

R. H. HILLENKOTTER

REAR ADMIRAL USN

DIRECTOR OF CENTRAL INTELLIGENCE

Director of Central Intelligence

S/ J. M. Andrews
Assistant Director, OCDS/ George G. Carey
Assistant Director, OOS/ C. V. Hulick
Acting Assistant Director, OPCS/ [redacted]
Assistant Director, ORE

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S/ H. M. Chadwell
Assistant Director, OSIS/ [redacted]
Assistant Director, OSO

25X1A

cc: Addressee O&I ✓

DCI 1
AD/OCD 1
AD/OO 1
AD/OPC 1
AD/ORE 1
AD/OSI 1
AD/OSO 1
Gen.Rec. 1

9 January 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Assistant Director, OCD

Dear Doug,

Thanks for your memo of the 6th/ offering comment on our trial run of an informal information pamphlet concerning OCD services.

25X1A I agree with most of your comments 100%, and am particularly grateful for the lacunae which you have pointed out - i.e. Courier and messenger service, Archives, and Machine Methods. As to the last I presume you mean that we might profitably include a statement that [] and his people are ready to help any of the other offices, on request, with problems possibly susceptible to machine treatment. (It would serve no point in such a paper to throw in the information that Machine Methods now handles some administrative work for the Executive, as this is of no concern to anyone but the Executive.)

I do not agree that this sort of paper, or at any rate the version which we are now working on, should be "included in the family of Agency publications", or that it should be drawn up, even as to index page, in such manner as to avoid need for revision.

25X1A By running it on multilith or some such system we can revise the index page as often as may be necessary, at little or no cost. We want people in the other offices to know [] and [] direct contact makes for better service and better relations all round. Ask anyone who is in business.

We intend the sheet strictly for use as a working paper. Hence we must make it as useful as possible, and avoid the disadvantages which inevitably creep in when a paper is written in form and style designed for eternity.

[]
JAMES M. ANDREWS

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Assistant Director for Collection and
Dissemination
Management Officer

6 January 1950

1. Reference your request of 27 December 1949, the following comments are offered.

2. The attached pamphlet in a sense is an information manual or training guide which is generally accepted in industry, government and the Armed Forces.

3. This office concurs with the general concept and offers the following brief comments:

a. Such a publication, properly conceived and produced, would probably establish a worthwhile precedent. Other offices would undoubtedly follow.

b. In view of "a" above and the possibility of relatively wide distribution, any such document should be a CIA document properly identifying the office of primary interest, but included in the family of Agency publications. By such means, the publication would gain stature, particularly if the IAC agencies are included for distribution.

c. The lack of orientation within CIA lends desirability to such a publication.

d. In the preparation, consideration should be given to all security factors to provide reasonably wide distribution.

e. A publication of this type goes beyond the concept of "statement of functions", and can enjoy wider distribution and use.

f. Several functions of OCD are not mentioned, or could be amplified, particularly for internal CIA useage.

(1) Courier and messenger service, and the mail room.

(2) Records Management and Archival Program.

(3) Machine method possibilities as applied to administration as well as operational matters.

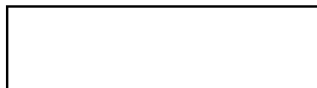
g. While the worth of the index page is recognized, experience has proved that the larger the list the more often it will require

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correction. Names change more often than position titles or phone numbers.

4. The above comments have been restricted to those fields of administration-management in which we, collectively, have the most experience.



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10 copies

Office Memorandum • UNITED STATES GOVERNMENT

TO : OCD Division Chiefs

DATE: 22 December 1949

FROM : Operations Staff, OCD

SUBJECT: Preliminary edition of "How to Use the Facilities and Services of
OCD," dated 20 December 1949.

This preliminary edition of the OCD leaflet is issued primarily for the use of OCD personnel, and in order to obtain suggestions for a revised edition that will be distributed to all CIA Offices and possibly to the other IAC agencies.

Division Chiefs are requested to distribute copies to their Branch and Section chiefs and others concerned with outside contacts; and to invite suggestions for corrections, clarifications, and improvements in the text or form of all parts of the leaflet.

The revised edition for general distribution will probably be issued in January, and your suggestions for it should therefore be received within the next two weeks.

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CONFIDENTIAL

12/27/49

SECRET

SECRET

20 December 1949

HOW TO USE
THE FACILITIES AND SERVICES
OF OCD

OFFICE OF
COLLECTION AND DISSEMINATION
CENTRAL INTELLIGENCE AGENCY

SECRET
SECRET

SECRET

10 December 1949

*no information
of course
and messages
sent*

SUMMARY OF OGD SERVICES

25X1B

CIA LIBRARY

In addition to the usual library facilities, maintains an indexed file of all documents received or produced by CIA. Provides a bibliographic reference and loan service based on this file, and on other sources. Maintains the CIA Central Records. Advises on records management problems.

ILLEGIB

MACHINE METHODS DIVISION

Develops use of machine methods and equipment for intelligence purposes, and advises on their adaptation to special problems. Operates machine index facilities for Graphics Register and CIA Library, and machine accounting services for the administrative staffs of CIA.

* * *

NOTE:

A more detailed explanation of the services available from each Division is given on the following pages.

An Index to OCD on the last page includes the name, phone and room number of Division and Branch Chiefs.

SECRET

Next 10 Page(s) In Document Exempt

NAME OF DIVISION
OFFICE OF REPORTS AND ESTIMATES
CENTRAL INTELLIGENCE AGENCY

CATEGORY
(Weekly, Daily, Staff Study, etc.)
NUMBER OR TITLE
PERIOD COVERED (if applicable)
DATE OF PUBLICATION

NOTICE: WORKING-PAPER

This document is a working-paper, not an official issuance, since it has not necessarily been coordinated with and reviewed by other components of ORE. It represents the formulative thinking of one group of analysts in ORE and is designed to provide the medium for transmitting their informal views to other intelligence analysts of the US Government who are working on similar or overlapping problems. It is intended for the use of the addressee alone, and not for further dissemination.

COPY FOR:

(Name of individual, component, agency, etc.)

CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

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14 April 1950

MEMORANDUM FOR: Assistant Director, ORS
Assistant Director, OSO
Assistant Director, OSI
Assistant Director, OPC
Assistant Director, OO
Management Officer ✓
Chief, Inspection and Security

SUBJECT: Adoption of Revised CIA Document Control Slip

REFERENCE: Memo to Above Addressees from AD/OCD dtd
27 Dec '49, Subj: "Revision of CIA Control
Slip -- Request for Review".

1. Forwarded herewith is an explanatory diagram for the Revised CIA Document Control Slip. The format and procedures in the diagram have been adopted in consideration of the operational requirements of the CIA and of the many helpful comments and suggestions received in response to memorandum of reference.

2. Use of the new Document Control Slip will commence 18 April 1950. Additional copies of the explanatory diagram for use in familiarizing personnel of your organization with the new format and procedure are available from the Chief, Liaison Division, OCD.

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Encl: Office of Collection and Dissemination
Explanatory Diagram
for Revised Document
Control Slip

CONFIDENTIAL

Apr 17 1950

Next 3 Page(s) In Document Exempt

RESTRICTEDCENTRAL INTELLIGENCE GROUP
Washington, D. C.

March 1947

25X1A

SUBJECT: Allotment and Control of CIG Funds

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. GENERAL

The Finance Division, Personnel and Administration Branch, is responsible to the Director of Central Intelligence for the financial control of all CIG appropriated funds in accordance with statutory requirements. The Finance Division will prepare and submit all required financial statements to proper agencies of the Government.

Fiscal2. BASIS OF ALLOTMENT

a. The Chief, Finance Division, will, after consultation with Assistant Directors and Chiefs of Staff Sections, determine, within budgetary limitations, the routine fiscal needs of each Office or Staff Section that will enable these units to carry out functions assigned by the Director of Central Intelligence. After this determination, the Chief, Finance Division, will allot funds to each activity on a quarterly basis.

Budget

b. Funds for projects requiring action of the Projects Review Committee will be allotted in accordance with the provisions of CIG Administrative Order [] Establishment of Projects Review Committee", dated 25 October 1946.

Budget3. ALLOTMENT ACCOUNT PROCEDURES

a. The Chief, Finance Division, will furnish each Assistant Director or Chief of Staff Section with an allotment authorization for his activity. This authorization will include amount of funds authorized for each purpose (personal services, travel, equipment, supplies, communications, etc.) and the allotment account number.

Budget

b. Administrative actions such as requests for supplies, travel, personnel actions, etc., which involve expenditure of funds will include the allotment account number of the activity making the request.

Fiscal
orBudget PolicyRESTRICTED

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- 2 -

c. The Chief, Finance Division, will, on a monthly basis, inform each activity of the status of its allotment account. This report will include amount allotted, obligations and expenditures to date, and remaining unobligated balances.

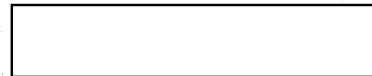
Fiscal

4. INCREASED ALLOTMENTS

Requests for increases in quarterly allotments (Par. 2a above) will be submitted through the Chief, Finance Division, to the Director of Central Intelligence for approval. This request will include the necessary justification for such increases.

Budget

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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(339)

Chief, Administrative Staff

APR 21 1960

Management Officer

Proposed Change of Regulations

1. It is believed that the attached draft of regulations can be improved if re-drafted, incorporating the following suggestions:

a. Paragraph A.1. - Is this statement necessary? If so the delegations pertaining to overseas should be stated.

b. Paragraph A.2. and A.4.a. - Repetition in separate paragraphs. Should be combined, probably under paragraph A.4.a.

c. Paragraph A.3.a. - Two forms and action to be taken on them are described together. Suggest the paragraph be divided to explain table of requirements and Form No. 36-7 separately. Is it necessary to prescribe distribution of copies?

d. Paragraph A.3.b. - Pertains to procurement and should not be a part of the programming paragraph.

e. Paragraph A.4.d. - The statement "...\$100.00 per month nor \$300.00 in any quarterly period..." is not readily understandable. It is believed that a statement of the monthly limitation will suffice if it is intended to place the limitation on a monthly basis.

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f. General comments

(1) The long sentences and paragraphs make understanding difficult.

(2) The text can be reduced by elimination of unnecessary words.

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SUBJECT FILE

RESTRICTED*C' 2515 classification*

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130003-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

FROM : Chief, Administrative Staff

SUBJECT: Services Regulations

DATE: 3 February 1950

1. Submitted herewith are regulations pertaining to Services activities for inclusion in the CIA Regulations Manual.

STATSPEC

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ANDREW E. VAN ESSO

Attachments

RESTRICTED*A*

28 December 1949

MEMORANDUM FOR: ALL ASSISTANT DIRECTORS AND STAFF CHIEFS

SUBJECT: CIA Regulations.

1. A new system for CIA regulations has been devised and approved by the Executive. An Administrative Instruction will be issued in the near future giving the details of the proposed system. In order to implement the new system, the following is proposed:

a. That every office of CIA be permitted to participate in the re-write and compilation of the Agency Regulations.

b. Many minor changes, including titles, phraseology, etc., are in order, but to accomplish this it will require the coordination of every segment of CIA, which will be completely beyond the physical capabilities of the small Management staff. Therefore, it is proposed that every office of CIA furnish one or more representatives to work with the Management Staff on a pre-determined schedule (normally not to exceed five working days) to assist in the compilation, coordination and editorial work. The individual furnished will work in the Management Office, and must of necessity be an individual who can represent his activity and who has ready access to the Assistant Director or Staff Chief for those cases which must be referred to him.

c. By prior scheduling, two or three individuals will be utilized at a time over a period of approximately five weeks. While the primary function of each representative will be that of examining and re-drafting those regulations which affect his activity, he will also be asked to review all other regulations.

2. It is our belief that the cooperation of all offices in this matter will be of great benefit to the Agency as a whole, and your concurrence is requested.

[Redacted Signature]

Management Officer

25X1A

28 December 1949

CONCURRENCES:(CIA Regulations Memo to all Asst. Directors and Staff
Chiefs, dated 28 December 1949)Budget OfficerPersonnel Director

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✓COAPS

✓Advisory Council *4246 J CPC*

✓Legal Staff

I&SSAdmin. StaffSpec. Support StaffMedical Div.Employees Div.Personnel Div.Finance Div.Fiscal Div.Proc. & Supply Div.Services Div.

✓ORE

✓OCB

✓OSI

✓OO

✓OPC

✓OSO

*See
next
page*

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